

Solicitation Number: 05-0001-32
Support Service for the Office of Naval Research for the Seabasing Programs, ONR 33

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of Office of Naval Research (ONR) Multiple Award Contracts (MATOC) for support services under CLIN 0001 are due by 2:00 PM (local), 11 August 2005.

1.0 Background

Seabasing is one of the four pillars of the Sea Power 21 Vision promoted by the Chief of Naval Operations and is a key focus area for ONR 33. Seabasing addresses the task areas of force closure, at-sea arrival and assembly, employment, sustainment, and reconstitution.

ONR 33 requires contractor technical and programmatic support to develop, plan, and manage Seabasing programs under ONR's Future Naval Capability (FNC), Innovative Naval Prototype (INP) and Discovery and Invention (D&I) funding categories. These programs require understanding in multiple technical disciplines including naval architecture, marine engineering, ocean engineering, and mechanical engineering. In addition, these programs require expertise in program planning, transition planning, system acquisition, and project management. Of particular importance for this effort are:

- 1) Understanding of the Seabasing Concept and its required capabilities,
- 2) Experience in identifying gaps in capability and technologies that can fill them,
- 3) Experience in developing technology transition agreements with acquisition program managers,
- 4) Experience in developing technology development plans,
- 5) Experience in monitoring technology development progress.

Proposers must demonstrate that they will possess an in-depth understanding of the following concepts and programs in order to provide effective management support:

- 1) Seabasing Concept of Operations,
- 2) Naval Logistics Concept of Operation,
- 3) ONR Seabasing FNC Program,
- 4) ONR Seabasing INP Program,
- 5) Maritime Prepositioning Force (Future) Acquisition Program,
- 6) Seabase-to-Shore Surface Connector Acquisition Program,
- 7) CVN 21 Acquisition Program,
- 8) OPLOG R&D Program.

2.0 Statement of Work

The contractor shall provide technical and programmatic support services to review, analyze, and process technical and programmatic data associated with the seabasing technology area described above. Additionally, the contractor will provide support in the eventual transition of the intellectual knowledge or capabilities produced by these ONR Seabasing S&T programs to higher budget category activities including R&D and beyond.

2.1 Objective

Provide support for effective management of Seabasing programs. Increased activity with the Seabasing FNC, Sea Base Enabler INP, and Seabasing D&I efforts requires management support. The contractor will be working directly with a range of ONR Program Officers involved in Seabasing S&T to provide this management support.

2.2 Scope

The scope of the work to be performed includes management support for the following ONR 33 Seabasing programs:

- Seabasing Discovery & Invention (D&I) technical and financial management support,
- Seabasing oriented SBIR / STTR technical and financial management support,
- Seabasing Innovative Naval Prototype (INP) technical and financial management support,
- Seabasing Technology Special Projects (i.e., Congressional Adds / Plus Ups) technical support, and
- Seabasing Technology Testing and Ship Integration technical and program management support.

2.3 Technical Tasks/Requirements

2.3.1 Identifying Unmet Requirements:

2.3.1.a The contractor shall assist and support ONR program officers in developing S&T program plans to meet future capability requirements and capability gaps related to Seabasing.

2.3.1.b The contractor shall assist and support ONR program officers with transition planning for movement of seabasing S&T into ship acquisition and ship Research and Development (R&D) programs ensuring that they can be integrated into new ship designs and into legacy ship designs to the maximum extent practical. The contractor shall assist in the evaluation of the feasibility of integrating the technologies into the ship in a timely manner. The contractor shall also assist in the evaluation of the naval architectural

impacts of the technologies' insertion on the ship's displacement, stability, seakeeping, speed, power and fuel efficiency.

2.3.1.c The contractor shall provide support to the Seabasing program officers by identifying suitable operational data and the naval architectural and engineering principals behind deep water and littoral operations.

2.3.2 Identifying Technologies to Meet Requirements:

2.3.2.a The contractor shall assist ONR program officers in developing and preparing draft content for broad agency announcements (BAAs), FedBiz Ops announcements, Industry/Government Day briefs, and other documentation to support these solicitations.

2.3.2.b The contractor shall assist ONR program officers in developing and preparing draft content for Seabasing-related Small Business Innovation Research (SBIR) and Small Business Technical Transfer (STTR) topics and provide technical support to the ONR managers of these efforts.

2.3.2.c The contractor shall assist ONR program officers in preparing technical evaluations of proposed technologies to assess the feasibility, technical risk, and ship/system integration issues.

2.3.2.d The contractor shall assist ONR program officers in developing market surveillance to identify promising related technologies being developed in the industry and Government labs. This will include attending technology symposia, performing internet searches, and visiting technology developers' sites to discuss and inspect promising technologies.

2.3.2.e The contractor shall provide support for proposal evaluation and review processes.

2.3.3 Technology Development Support:

2.3.3.a The contractor shall collect prepare updates to the technical content of the ONR Seabasing web site.

2.3.3.b The contractor shall prepare technical briefs for seabasing S&T program status.

2.3.3.c The contractor shall review technical deliverables for S&T content, shipboard integration potential, technical content, and to provide feedback to the technology developer.

2.3.3.d The contractor shall assist ONR program officers in developing methodologies and criteria to assess the results of seabasing S&T tests and demonstrations.

2.3.3.e The contractor shall perform other technical tasks as required to support the ONR Seabasing programs.

2.4 Management Support Tasks/Requirements

2.4.1 Seabasing Program Coordination Support:

2.4.1.a The contractor shall develop overall program presentation materials and provide administrative support during presentations by ONR Seabasing program and/or project officers to the Seabasing IPT, CNR, FNC Management Team, Naval Research Advisory Board, Defense Science Board, National Science Foundation, Acquisition Programs, and other groups as necessary.

2.4.1.b The contractor shall participate in periodic meetings with the stakeholders for Seabasing projects with the Seabasing program and/or project officers.

2.4.1.c The contractor shall provide and maintain a system for sharing documents, action items, and a team calendar with all team members including Government, non-profit, and contractor personnel, some of which will not have ONR LAN accounts.

2.4.1.d The contractor shall perform other program coordination support efforts as required.

2.4.2 Program Management Support:

2.4.2.a The contractor shall maintain and update the Seabasing strategic business plan database and the complete product line execution plans for each product line being pursued.

2.4.2.b The contractor shall prepare earned value management reports.

2.4.2.c The contractor shall perform other program management related tasks as required to support the ONR Seabasing programs.

2.4.3 Program Financial Support

2.4.3.a The contractor shall extract financial obligation and commitment data from the financial system and develop status reports against comptroller benchmarks. These reports will identify projects that are below benchmark and actions being taken by the project officer to improve the financial performance of these projects.

2.4.3.b The contractor shall support the development of reclaims and other responses to financial data calls and actions by the FNC management team and the ONR Comptroller.

2.5 Reports Data and Other Deliverables

- Monthly Progress and Management Report – This report is due on a monthly basis and shall include a list of the effort performed and work accomplished during the reporting period. This is due no later than the fifteenth day of the following month.
- Technical Reports and Technical Summaries, as required in presentation and written report formats.
- Software, data, and reports. The Contractor shall provide both soft copy (electronic) and hard copy formats for software (e.g. database updates), data, technical reports, studies and analysis, technical evaluations, briefing packages and other reports as required.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Windows, Word, Project, Excel and PowerPoint. In addition, the personnel should have some working knowledge of CITRIX MetaFrame networking software in use at ONR.

3.1.1 DEPUTY PROGRAM MANAGER

For this position, the following qualifications are expected: A Graduate degree in engineering from an accredited college or university and fifteen years of experience in ship acquisition, ship design / impact analysis, analysis of alternatives, technology planning and development, and program planning and management –OR- an undergraduate degree from an accredited college or university and twenty years of experience in ship acquisition, ship design/ impact analysis, analysis of alternatives, technology planning and development, and program planning and management; Ability to develop and execute complex technical tasks, to apply analytical problem solving methodologies, to provide technical direction to support staff, to interface with Government and prime contractor personnel, and to effectively allocate resources; A through knowledge of doctrine, concepts of operation, requirements, and acquisition programs related to Seabasing; A demonstrated capability in program planning and execution in Future Naval Capabilities, Innovative Naval Prototypes, and Technology Road Mapping.

3.1.2 SENIOR ENGINEER

For this position, the following qualifications are expected: A Graduate degree in engineering from an accredited college or university with ten years recent experience in a discipline relating to Seabasing – OR- an undergraduate degree in engineering from an accredited college or university with fifteen years recent experience in a discipline related to Seabasing; A through knowledge of doctrine, concepts of operation, requirements, and acquisition programs related to Seabasing; A demonstrated capability in S&T program planning and execution in Future Naval Capabilities, planning in Innovative Naval Prototypes, and Road Mapping in Discovery and Invention Technology; Documented experience in the evaluation of proposed solutions in a specific or related technical area; coordination of teams of technical experts in the accomplishment of complex tasks.

3.1.3 SENIOR ANALYST

For this position, the following qualifications are expected: A Bachelors degree from an accredited college or university and ten years of recent relevant experience –OR- fifteen years relevant experience; Experience in EVM analysis, FNC Management Team reporting, and SBIR / STTR program coordination. Knowledge of the FNC Management Team database, cost estimating, and SBIR / STTR projects related to Seabasing. The Sr.

Analyst should also have knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of S&T program operations.

3.1.4 ENGINEER

For this position, the following qualifications are expected: A Bachelors degree in engineering from an accredited college or university and five years of relevant experience – OR – a graduate degree in engineering; a rudimentary knowledge of a related S&T discipline; documented experience in the evaluation of proposed solutions in a specific or related technical area; Ability to work with a team of technical experts in the accomplishment of complex tasks.

3.1.5 ANALYST

For this position, the following qualifications are expected: A Bachelors degree from an accredited college or university and two years of relevant experience – OR – a graduate degree from an accredited college or university. Ability to work with a team of technical experts.

3.1.6 COMPUTER SPECIALIST

For this position, the following qualifications are expected: A Bachelors degree from an accredited college or university and five years experience in web-based programming and a demonstrated capability to develop, host, and maintain collaborative web sites. -OR- a Bachelors degree from an accredited college or university and demonstrated experience coordinating web-based source selection processes.

3.1.7 DOCUMENTATION SPECIALIST

For this position, the following qualifications are expected: Experience using Microsoft Office Suite and Microsoft Project to develop documents, presentations, and program plans under the guidance of the rest of the team.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. A 24-month base period and three 12-month option periods have been defined. The total potential period of performance is 60-months.

3.2.2 Base Period: The base period of performance will be 24 months from the date of award. The effort anticipated for this period is approximately (8.125) man-years at an average rate of approximately (1354.16) hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

| Labor Category | Hours Per Year |
|--------------------------|----------------|
| DEPUTY PROGRAM MANAGER | 4000 |
| SENIOR ENGINEER | 14000 |
| SENIOR ANALYST | 4000 |
| ENGINEER | 5500 |
| ANALYST | 2000 |
| COMPUTER SPECIALIST | 2000 |
| DOCUMENTATION SPECIALIST | 1000 |
| TOTAL | 32500 |

Note: 2,000 hours are equivalent to one (1) man-year

3.2.3 Option Periods: The three option periods of performance will be 12 months each from the date of the option's exercise. The effort anticipated for this period is approximately (9.0) man-years at an average rate of approximately (1500) hours per month. A summary of the labor categories and the total anticipated hours for each 12-month option period is provided below.

| Labor Category | Hours Per Year |
|--------------------------|----------------|
| DEPUTY PROGRAM MANAGER | 2000 |
| SENIOR ENGINEER | 8000 |
| SENIOR ANALYST | 2000 |
| ENGINEER | 3500 |
| ANALYST | 1000 |
| COMPUTER SPECIALIST | 1000 |
| DOCUMENTATION SPECIALIST | 500 |
| TOTAL | 18000 |

3.2.4 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: Base period of twelve (12) months from time of award with three (3) one-year options.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Some foreign travel is expected in the effort. Purchases of items (other than consumable materials or supplies) and travel exceeding \$2,500 must be approved in advance by the Contracting Officer's Representative (COR). The total direct Travel/ODC amount is not to exceed (NTE) \$175,000 in the base effort. The NTE ceiling for direct Travel / ODC for option years is as follows: Option I - \$98,325; Option II - \$101,766; and Option III - \$105,328. This NTE amounts should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

4.3.1 Travel and Per Diem - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem) - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance: It is anticipated that work will normally be performed at the Contractor's facilities, however, at times it may be necessary for contractor personnel to work at ONR (Arlington VA) or at required government facilities in the Washington DC Metropolitan area. If this occurs, the terms and conditions of 4.5.1 and 4.5.4 will apply.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business. The availability of any required computer resources while working in offsite Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The

Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR. Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 OCT 2005. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

4.6 Subcontracts/Consultants: Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

- a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. Each member of the team may be required to have access to material classified at the SECRET level. All proposed personnel should have a SECRET clearance or must at least show evidence that a request for SECRET clearance is in process with DSS.
- b) Contractor facilities used in support of this contract must be granted at least SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be provided by ONR's Contracting Officer prior to access or production of any classified information is permitted under this contract. Additionally, Contractor is required to safeguard the information labeled as proprietary.
- c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described above, may unfairly affect its competitive position in future ONR research solicitations. The contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of two years after the completion of its performance of the contract, the contractor, any affiliate of the contractor, any joint venture involving the contractor, any entity into or with which the contractor may merge or affiliate, or any other successor or assign of the contractor, may not be eligible to participate as a prime contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Seabasing FNC, Sea Base Enablers INP, or related programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following:

The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled. The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable. The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The contract should provide a summary cost proposal for the total effort (including base and option periods), as well as a cost proposal for each of the base and option periods. The Contractor should submit a cost proposal indicating the price per labor hour (to include cost and profit) for the quantities and types of labor proposed. The Contractor should break out the proposed direct labor categories, rates and hours, labor escalation rates, indirect rates (Fringe Benefits, on and off-site Overhead, G&A, Facilities Cost of Money, etc), any consultants/subcontracts, and the indirect rate, if any, to be applied to Travel/ODCs. If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A to this solicitation includes the current NDA that should be used, unless otherwise instructed by the Government.

5.3 Proposal Submission: The due date for submission of proposals for this solicitation is 2:00 PM (local time) on 11 August 2005. Proposals can be:

(a) Sent by regular mail or hand delivered. The original and two copies must arrive by the above deadline at the following address:

Office of Naval Research
Attention: Brenda Burke
875 North Randolph Street, Suite 1425, Code 0254

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors. The Offeror's technical capability (as measured by the Technical Factors) is significantly more important than the Cost Factor. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors. Although Cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government. ONR will not select an Offeror for award on the basis of a relatively superior technical merit without concern for the amount of its cost or price. The relative impact that technical merit and cost or price will have on the source selection decision will depend, in part, on the marginal differences among the competing Offerors. In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around 01 October 2005. Attachment B to this solicitation is provided as an example of the "Schedule of Supplies and Services" of the award that will be issued.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. An e-mail notice will be sent to all potential Offerors at the time the amendment is posted. It is the Offeror's responsibility to regularly check for e-mail notices and the posting of solicitations/amendments.

9.0 Points of Contact: The Points of Contact for this solicitation is:

Brenda Burke

Senior Contracting Specialist

Phone: (703) 588-2440

Fax: (703) 696-3365

E-mail: brenda_burke@onr.navy.mil

Kirsten Johnson

Contract Specialist

Phone: (703) 696-2585

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Attachment A

**Non-Disclosure Agreement Regarding Contractor Support for the
Office of Naval Research**

The undersigned individual, _____, agrees,
both in his personal capacity and as an employee of _____
as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:

- i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
- ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
- iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
- iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.

v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.

vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.

2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and file.

Attachment B (Sample only)

1. SCHEDULE OF SUPPLIES AND SERVICES

| ITEM NO. | SUPPLIES/SERVICES | ESTIMATED COST | FIXED FEE | TOTAL ESTIMATED COST & FIXED FEE |
|---|--|----------------|-----------|----------------------------------|
| 0001 | Technical, Programmatic and Engineering Support Services to the Office of Naval Research Seabasing Programs in accordance with the Task Order Statement of Work. | | | |
| 0002 | Travel and Other Direct Costs (Not to Exceed) | \$175,000 | N/A | \$175,000 |
| 0003 | <u>Option I</u> Technical, Programmatic and Engineering Support Services to the Office of Naval Research Seabasing Programs in accordance with the Task Order Statement of Work. | | | |
| 0004 | Travel and Other Direct Costs (Not to Exceed) | \$98,325 | N/A | \$98,325 |
| 0005 | <u>Option II</u> Technical, Programmatic and Engineering Support Services to the Office of Naval Research Seabasing Programs in accordance with the Task Order Statement of Work. | | | |
| 0006 | Travel and Other Direct Costs (Not to Exceed) | \$101,766 | N/A | \$101,766 |
| 0007 | <u>Option III</u> Technical, Programmatic and Engineering Support Services to the Office of Naval Research Seabasing Programs in accordance with the Task Order Statement of Work. | | | |
| 0008 | Travel and Other Direct Costs (Not to Exceed) | \$105,328 | N/A | \$105,328 |
| TOTAL ESTIMATED CONTRACT CONSIDERATION: | | | | |